



**Wednesday, July 1, 2026  
Planning Commission**

**Planning Commission Agenda**

**PUBLIC NOTICE** is hereby given that the Planning Commission of Spanish Fork, Utah, will hold a work session commencing at 5:30 p.m. During the work session, the Planning Commission will tour various sites throughout the city. The scheduled Planning Commission Meeting will commence at 7:30 p.m. on July 1, 2026 in the City Council Chambers at Library Hall, on the second floor, 80 South Main Street, Spanish Fork, Utah.

**Planning Commissioners**

**Todd Mitchell  
Shauna Warnick  
Michelle Carroll  
Michael Clayson  
Paul Dayton  
Dave Woodhouse**

**SPANISH FORK CITY** does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. The public is invited to participate in all Spanish Fork City Planning Commission Meetings located at the City Council Chambers at Library Hall, 80 South Main Street, Spanish Fork. If you need special accommodation to participate in the meeting, please contact the Community Development Office at 801-804-4580.

**1. 5:15pm WORK SESSION - No formal actions are taken in a work session.**

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**2. 6:00 Agenda Items**

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**3. Minutes**

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A. June 3, 2026.

**4. Preliminary Plat**

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A. NICOLSON INDUSTRIAL PARK. This proposal involves approval of a Preliminary Plat for a three-lot industrial subdivision located at 999 West 3800 North.

B. VERK 1 SUBSTATION. This proposal involves the approval of a Preliminary Plat for the development of a substation located at 1730 West 3400 North.

**5. Adjourn**

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End

Draft Minutes  
Spanish Fork City Planning Commission  
80 South Main Street  
Spanish Fork, Utah  
June 3, 2026

Commission Members Present: Chairman Todd Mitchell, Shauna Warnick, Michelle Carroll, Mike Clayson, Paul Dayton, Dave Woodhouse.

Staff Members Present: Dave Anderson, Community Development Director; Brandon Snyder, Senior Planner; David Mann, Senior Planner; Byron Haslam, Assistant City Engineer; Josh Wagstaff, Assistant City Engineer; Joshua Nielsen, Assistant City Attorney; Kasey Woodard, Community Development Secretary.

**Citizens Present:** Danae Rowan

WORK SESSION

Chairman Mitchell called the meeting to order at 6:00 p.m.

PRELIMINARY ACTIVITIES

**Pledge of Allegiance**

Commissioner Mitchell led the pledge.

MINUTES

April 1, 2026

May 6, 2026

Commissioner Clayson moved to approve the minutes from April 1, 2026 and May 6, 2026.

Commissioner Woodhouse seconded and the motion passed all in favor.

### TITLE 15 (Public Hearing)

#### TITLE 15 FLOOD DAMAGE PREVENTION

Josh Wagstaff explained that the proposed amendment is largely administrative in nature and primarily updates the City Code to reflect FEMA's recently adopted 2026 Flood Insurance Study and Flood Insurance Rate Maps, replacing references to the previous 2020 study. He noted that the amendment also incorporates several FEMA-recommended definitions and includes minor updates related to existing subdivisions and geotechnical report requirements. Overall, he characterized the changes as minimal and intended to maintain consistency with current FEMA standards and regulations.

Commissioner Mitchell inquired if this proposal is for approval or recommendation.

Joshua Nielsen informed the Chairman that the item required a public hearing before a motion could be made.

Chairman Mitchell opened the public hearing at 6:05 p.m.

There was no public comment.

Chairman Mitchell closed the public hearing at 6:05 p.m.

Mr. Nielsen confirmed to the Commissioners that this proposal is for a recommendation to the City Council. Staff had no additional comments.

Commissioner Warnick moved to recommend approval of the Title 15 Amendments to the City Council.

Commissioner Carroll **seconded** and the motion **passed** all in favor.

### Construction Standards (Public Hearing)

## Construction Standards Revision (26.01)

Josh Wagstaff presented the semiannual update to the City's construction standards, explaining that the proposed amendments consist primarily of minor refinements and housekeeping items intended to improve efficiency and keep standards current. Updates include revisions to inspection and testing requirements, communication procedures, sewer standards, electrical specifications, utility boring documentation, and installation practices. He noted that commercial driveway inlets would no longer be permitted due to maintenance issues caused by heavy vehicle traffic.

Commissioner Dayton requested clarification regarding directional changes in sewer lines. Mr. Wagstaff explained that when sewer lines change direction, larger five-foot manholes are required to provide adequate maintenance access and preserve structural integrity. He also highlighted updates related to overhead power line clearances and electrical safety standards.

Commissioner Dayton further inquired about revisions to the soils and compaction standards, specifically whether approval authority had shifted from the City to private engineering firms. Mr. Wagstaff clarified that while Spanish Fork City utilizes third-party engineering firms to perform testing and inspections, those firms are retained by the City and approval authority remains with the City. He emphasized that **developers' private engineers do not have independent approval authority.**

Commissioner Dayton expressed concern regarding potential conflicts of interest and Mr. Wagstaff reiterated that any testing engineer would be hired by the city.

Commissioner Mitchell added that throughout his industry experience, both City and third-party inspectors have consistently acted professionally and independently.

Mr. Wagstaff then reviewed updates to the standard drawings, including revisions to metering standards, tracer wire installation details, fire hydrant elevations, meter box notes, curbing details, and tree standards requiring organic mulch in place of rock mulch. Additional changes included new filter drawings and electrical drawing updates reflecting current installation practices and equipment standards.

In closing, Commissioner Dayton asked about the City's timeline for updating streetlights. Mr. Wagstaff stated that he was unsure of a specific timeline but noted that developers are required to submit photometric lighting plans as part of the development review process.

Chairman Mitchell opened the public hearing at 6:18 pm

There was no public comment.

Chairman Mitchell closed the public hearing at 6:18pm

Staff had no additional questions.

Commissioner Woodhouse moved to recommend approval of the Construction Standards Revision 26.01 to the City Council.

Commissioner Dayton **seconded** and the motion **passed** all in favor.

Before adjourning the meeting, Dave Anderson took a moment to recognize Commissioner Todd Mitchell for his dedicated service on the Planning Commission. Mr. Anderson noted that Commissioner Mitchell joined the Commission in August 2019 and has continued serving beyond the conclusion of his term, demonstrating a willingness to go above and beyond through additional meetings and time away from family and other commitments.

Mr. Anderson shared that he had recently spoken with Mayor Mike Mendenhall regarding a potential replacement and acknowledged that Commissioner Mitchell's tenure may soon be coming to a close. On behalf of City staff, he expressed sincere appreciation for Commissioner Mitchell's contributions, leadership, and commitment to the community. He remarked that Spanish Fork has been fortunate to have strong Planning Commissioners whose service plays an important role in the City's success and thanked Commissioner Mitchell for his years of dedication and public service.

The Planning Commissions expressed their sincere appreciation for Chairman Todd Mitchell's years of dedicated service and leadership. The Commissioners noted that they had learned a great deal from his experience, insight, and thoughtful approach to the planning process. They thanked him for fostering an environment where all viewpoints were welcomed and encouraged, allowing for productive discussions and respectful debate.

The Commissioners also recognized Chairman Mitchell's professionalism, expertise, and ability to bring structure, credibility, and perspective to the Commission's work. They reflected on the value of both the spirited agreements and disagreements that helped strengthen decision-making and acknowledged that his knowledge, leadership, and steady presence will be greatly missed. Collectively, they expressed

gratitude for his lasting contributions to the Planning Commission and the Spanish Fork City.

Chairman Mitchell thanked staff and fellow Commissioners for their kind words.

Chairman Mitchell moved to adjourn the meeting at 6:22 p.m.

Adopted:

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Kasey Woodard  
Community Development



Nicolson Industrial Plat A  
Preliminary Plat  
999 West 3800 North  
7.46 acres  
I-1 Zone  
Industrial General Plan Designation



**PROPOSAL**

The Applicant applied for Preliminary Plat approval to create a 3-lot subdivision at 999 West and 3800 North. A Site Plan application has also been submitted and will be presented to the Development Review Committee for approval once the Preliminary Plat is approved.

**STAFF RECOMMENDATION**

That the proposed Nicolson Industrial Plat A Preliminary Plat be approved based on the following finding and subject to the following conditions:

**Finding**

1. That the proposal conforms to the City's General Plan Designation and Zoning Map.

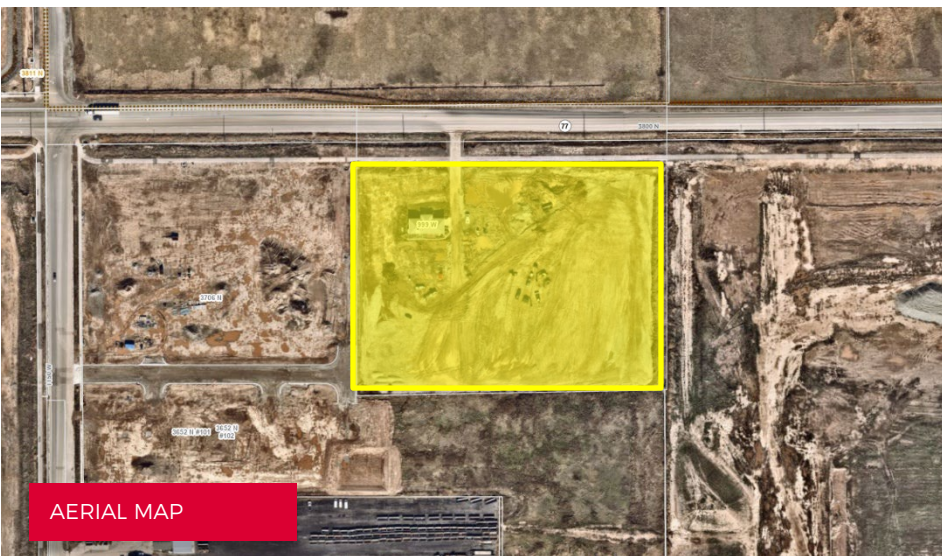
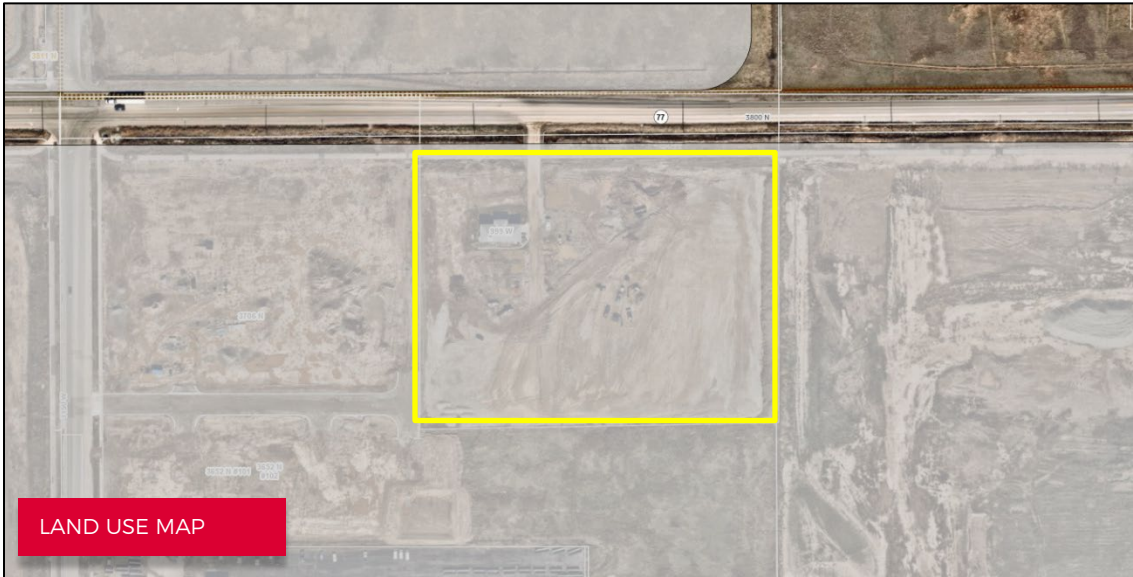
**Conditions**

1. That the Applicant meets the City's development and construction standards and other applicable City ordinances.
2. That any remaining redlines are addressed prior to a building permit being issued.

**EXHIBITS**

1. Area Maps
2. Preliminary Plat

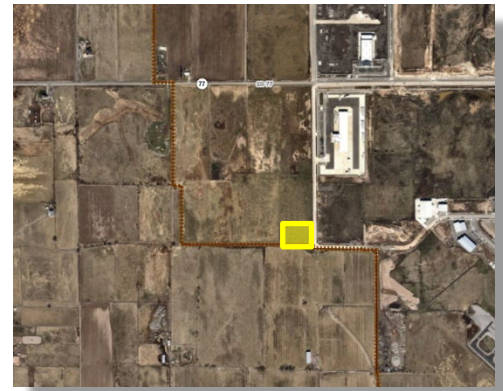
# EXHIBIT 1







Verk Substation  
 Preliminary Plat  
 1730 West 3470 North  
 1.92 acres  
 I-1 Zone  
 Industrial General Plan Designation



**PROPOSAL**

The Applicant applied for Preliminary Plat approval for a 1-lot subdivision on the northwest corner of the future intersection of 1730 West and 3470 North. Spanish Fork City acquired the subject property in order to construct a power substation to support future development in this general area. The plat shows property dedicated for right of way improvements on the east and south sides of the property. The landscape plan from the Site Plan application is included as “Exhibit 3”..

**STAFF RECOMMENDATION**

That the proposed Verk Substation Preliminary Plat be approved based on the following finding and subject to the following conditions:

**Finding**

1. That the proposal conforms to the City’s General Plan Designation and Zoning Map.

**Conditions**

1. That the Applicant meets the City’s development and construction standards and other applicable City ordinances.
2. That any remaining redlines are addressed prior to a building permit being issued.

**EXHIBITS**

1. Area Maps
2. Preliminary Plat
3. Landscape Plan

**EXHIBIT 1**

